

CLAYTON FIRE COMPANY NO.1 INCORPORATED
STANDARD OPERATING GUIDLINE # IV-3

Date of Effect: July 10, 2001	To be reviewed: January, 2020
To: All Members	Revised: January 1., 2019
Ordered By: Alexander C Carrow, Fire Chief	Replaces SOP IV-3 issued August 1992
Subject: FIREFIGHTER IDENTIFICATION TAGS (F.I.T.) / ACCOUNTABILITY	

This guideline shall take effect immediately and shall remain in effect until superseded.

Purpose: To establish guidelines and procedures to be implemented on all responses. These procedures will assist the OIC in ensuring the safety of and efficiently accounting for all personnel operating at the emergency incident.

System Components:

Each firefighter shall be issued 2 personal identification tags

Each piece of apparatus will have collector rings. The apparatus collector ring should be labeled with the apparatus ID and in the following colors:

Apparatus/Jumpseat – Red in color

Officer – White in color

Driver – Blue in color

Accountability Procedures:

Personnel accountability shall begin with the arrival of the first unit and continue until terminated by the OIC.

Level I Accountability -- When personnel board a piece of apparatus, they shall place one of their accountability tags on the apparatus collector ring in their corresponding riding position. All rural responders are to report to the Command vehicle or first piece of arriving apparatus and place accountability tag with unit assigned.

Level II Accountability – will be initiated at all “working” incidents at the discretion of the OIC. As units arrive on scene, the officer of that apparatus shall report to the OIC and give him the apparatus collector ring.

Level III Accountability – shall be initiated by the OIC when he feels more stringent tracking of personnel is necessary. An entry control point will be established and personnel will leave their second accountability tag at the ECP upon entering the hazard zone. Personnel shall retrieve their tag upon exiting the hazard zone.

As the OIC assigns sector officers, these sector officers shall be responsible for the personnel under their control. They shall keep the OIC informed of their current status and shall advise him when they move to another sector, i.e. ventilation moving to rehab sector.

When command is transferred to another officer, this change shall be conveyed to Kent Center as well as all units on the scene. It is highly recommended that an accountability status be conducted with any transfer of command.

Status Report:

On a routine basis after 20 minutes have elapsed at a “working” incident, Kent Center will advise the OIC of his 20 minute accountability check. The OIC should initiate a roll call of personnel at this time. For the duration of the incident the OIC shall be responsible for initiating roll calls at no longer than 20 minute intervals.

When roll calls are initiated sector officers shall account for all personnel in their area and report their status to the OIC when called. At the conclusion of each roll call the OIC shall document the time and initiate appropriate actions for all personnel not accounted for. The last known location of all “missing” personnel shall be transmitted to the OIC. All personnel shall remain in their designated sectors until otherwise assigned by Command. The OIC shall be responsible for all personnel not under the direction of a sector officer.

Throughout the incident the OIC may initiate a roll call of personnel, as he deems necessary such as:

- Reported missing personnel
- Sudden change in incident i.e. Collapse
- emergency evacuation or withdrawal of personnel
- change in modes of operation i.e. offensive to defensive